



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 962.5

Job Title: **STAGE MANAGER**

Pay Grade: 19

### **GENERAL SUMMARY:**

Assists in coordinating the logistics of planning, directing and executing effective and professional functions for customers leasing stage facilities.

### **RESPONSIBILITIES:**

- Supervises section. Schedules and reviews work, trains and evaluates employees.
- Supervises permanent and part-time stagehands.
- Maintains an inventory of lamps and basic repair parts for building electrical needs, audio, rigging and marquees.
- Schedules personnel for maintaining house equipment, such as sound, electrical devices, lighting, and equipment.
- Identifies vendors to bid on various projects in the buildings.
- Collaborates with event coordinators to organize and discuss details pertaining to customers' technical requirements.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

An Associate's degree in Theatre Arts or a related field is required.

#### **EXPERIENCE:**

Four years of experience in stage production are required.

#### **COMPLEXITY:**

Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and procedures.

#### **IMPACT OF ACTIONS:**

Errors in work cause some expense and inconvenience. Work is typically performed under moderate to limited supervision with standard operating procedures. The incumbent functions under general review and at times autonomously, with the supervisor available to answer more difficult questions.

#### **SUPERVISION EXERCISED:**

##### **Direct Supervision:**

Involves scheduling, supervision and evaluation of work as a "first-line supervisor", recommends personnel actions such as hirings, terminations, and pay changes of non-supervisory personnel.

## **SPECIFICATIONS: (continued)**

### **SUPERVISION EXERCISED: (continued)**

#### **Indirect Supervision:**

No indirect reports.

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is extremely infrequent with virtually no contact beyond the immediate work unit/area. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

#### **External Contacts:**

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires moderate tact and cooperation; e.g., responding to questions which require some research to provide the correct answer.

### **PHYSICAL EFFORT:**

The position involves considerable physical exertion, such as regular climbing of ladders, lifting of heavy objects (up to 80 pounds) on a highly frequent basis and/or assuming awkward positions for long periods of time.

### **WORK ENVIRONMENT:**

There are routine exposures to significant levels of heat, cold, moisture and air pollution. The position may involve periodic exposure to chemical substances and physical trauma of a minor nature such as cuts, bruises and minor burns.

### **PHYSICAL SKILL:**

Requires the ability to make coordinated eye/hand movements within fairly fine tolerance and/or calibration demands; or the ability to make closely coordinated eye/hand movements on a patterned response space within moderate tolerance demands.

## **MISCELLANEOUS:**

All duties and responsibilities may not be included in the above job description.

## **JOB FAMILY:**

Stagehand or Sound Technician  
Stage Supervisor  
Stage Manager

*Effective: October 1990*

*Revised: August 1994*